

Minutes of the Meeting of Thornham Parish Council held on Wednesday 11 September 2019 at 7.00pm at the Village Hall, Thornham.

Present: Cllr C Venes (Chair) Cllr A Chesterman (Vice) Cllr A Needham
Cllr S Greef Cllr E Bett Cllr B Gulliver

Also present: Clerk & 8 Members of the Public.

**1. To receive and consider apologies for absence:
It was resolved to accept apologies from Cllr I Barrett.**

2 To receive Declarations of Interest

Cllr Needham gave a personal interest in anything concerning Thornham United Charities and the PCC. Cllr Gulliver gave a personal interest in anything concerning the Neighbourhood Plan, Cllr Greef gave a personal interest in anything concerning the Neighbourhood Plan and the PCC. Cllr E Bett has a personal interest in anything concerning Thornham Lyng Farms & Thornham Village Hall and Playing Field Ltd.

3. Adjournment of Meeting to allow for public questions.

Prescriptions.

Cllr Greef explained that Burnham Market Surgery were in need of people who can collect prescriptions from the surgery and bring to the Deli. Cllr Greef advised that he is currently doing every day. A Parishioner present volunteered to help with this.

Dark Skies Festival- ANOB

Cllr Venes advised that there was a talk here at the hall tomorrow night by Simon Gillings from the British Trust for Ornithology from 19:00 to 21:00.

Trees and Hedges

A Parishioner reported that the hedge at Diary Farm House was overgrowing the pavement. **It was resolved for Cllr Greef to speak with owner.**

Another Parishioner reported that the alley way at Malthouse Court was overgrown and also the hedge a Staithe House. **It was resolved for Cllr Venes to trim the alley way and to speak with the owners at Staithe House.**

It was resolved for the meeting to return to closed session.

4. To Receive Councillor Reports

4.1 County Councillor – Cllr Jamieson. Cllr Jamieson had given his apologies as he was at another meeting. Cllr Venes explained that he had spoken with Cllr Jamieson and he was concerned regarding parking and the need to find alternative off the road parking.

4.2 Borough Councillors – Cllr Lawton. The Clerk advised that she was emailing him the minutes.

Signed:..... Chair Date:

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5. Minutes of Parish Council Meeting held on 10 July 2019

5.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true and accurate record.**

5.2 Matters arising from the minutes

5.2.1. (12). To receive update and consider any action on Bus Shelter. The Clerk advised the insurance company were wanting to pay their agreed amount. Cllr Venes advised that this left us with a shortfall of around £800 and with the current financial position it might not get completed within this financial year. **It was resolved for the Clerk to accept the settlement.**

5.2.2 (13). To receive update and consider any action on Planters. Cllr Venes advised that the Thornham Bag Ladies had purchased the planters and they were in Cllr Venes garage. Cllr Venes had enlisted the help of Adrian Siddle. Cllr Venes needed to ask the PCC if they would mind the top soil being delivered to the churchyard and then Cllr Venes and Mr Siddall would fill the planters from there. **It was resolved to open the meeting to allow Mrs Needham to speak.** Mrs Needham advised that it would be no problem using the churchyard. Cllr Venes agreed to undertake as soon as possible take a photograph and finish the licence for Norfolk County Council Highways. **It was resolved for Cllr Venes to undertake.**

5.2.3. (15) To receive update and consider any action regarding Thornham United Charities. Cllr Needham advised that he had not really had a conversation with Cllr Barrett. Cllr Needham advised that he was very protective over the TUC Field and felt that it should have Common Status as it was swapped with Common Lane. Cllr Needham felt that it should remain as it is with possibly an improved circular walk and a park piece like at Holme. Cllr Needham would like it to be kept as Green Space.

5.2.4. (18). To receive update and consider any action on Sustainability and meeting Village Organisations. Cllr Venes advised that all the meetings that have taken place have been very good and all wanting similar outcomes for the village regarding welfare and continuity of the village. There has been a proposal for a Big Tent Meeting where all the organisations involved Parish Council, TUC, TVH&PF Ltd & PCC. It is hope to plan for the end of October.

5.2.5. (20) To receive update and consider any action on Castle Cottage Pond. Due to the financial position **It was resolved for no further action.**

6. Minutes of Parish Council Meeting held on 22 August 2019

6.1 To consider and approve the minutes. **It was resolved to approve the minutes and for the Chair to sign as a true and accurate record.**

7. Neighbourhood Plan

To receive update and consider any action necessary on Neighbourhood Plan. Cllr Gulliver explained that the group have meet with the TUC and they were sympatric re common land and were not happy that Natural England would not allow the wild flower meadow.

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- 7.1 Council to consider and propose three amendments to the Neighbourhood Plan regarding Housing Policies. Cllr Venes had passed round a paper. Cllr Venes said that he was now happy with L2, Cllr Venes advised that he believes H3e serves no purpose, H2f Cllr Venes offered discussion regarding having the option of being about to build up to 15 houses in favour of the 10 houses proposed in the plan if the housing needs survey justifies the need. **It was resolved that L2 is fine, H2e should be removed, H2f is fine and was agreed unanimously after a lengthy discussion. It was resolved not to allow any further development that would extend Thornham towards either Holme or Titchwell.**
- 7.2 Council to consider and propose an amendment to the Neighbourhood Plan regarding National Policy Framework Legislation. **It was resolved to accept the amendment which now covers more than just elderly in the village.**
- 7.3 Council to consider and vote on quotes for consultation leaflet. **It was resolved for the Clerk to place an order with the Borough Council to undertake the printing of 350 A4 leaflets.** Mr Staveley advised that there were copies of the plan needed for the consultation. **It was resolved for the group to get the information to the Clerk so that she can go out to print with the Borough Council.**

Mr Staveley advised that the revised timetable for the rest of the plan to the finish will be in The Link. Mr Staveley advised the Thornham Village Hall and Playing Field Ltd had agreed to let the group have the hall for the Saturday for the Consultation Day.

8. Village Matters

- 8.1 To receive update and consider any action on Shore Road. Cllr Venes read out the following statement:

Shore Road Update

A Case Management Conference was held by the judge and legal representatives of the parties involved on Friday 6th September. The Parish Council has not yet received any detailed feedback from this meeting, nor had an opportunity to reflect and consider it. The Parish Council is planning a meeting with its legal team to consider the way forward before the October Parish Council meeting. There is no further information that PC can give at this meeting and so no questions will be taken.

- 8.2 To receive update and consider any action on Defibrillator. **It was resolved for this to be deferred.**
- 8.3 To receive quotes and vote on Streetlight Energy. **It was resolved for this to be deferred.**
- 8.4 To consider and vote on any necessary action re village trees. **It was resolved for the Clerk to obtain three quotes.**
- 8.5 To consider any action that the council can undertake re Camper Van Parking overnight. Cllr Venes was not necessary concerned about a camper van spending and other night but was concerned about where these people's waste was going. Cllr Venes proposed that the Clerk

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contact a number of organisations who would be interested and ask what the legal situation would be. **It was resolved for the Clerk to write to PC Lee Atherton, Norfolk Wildlife Trust, Norfolk Coast Partnership, Cllr Lawton, Cllr Jamieson and Gary Hibbard.**

- 8.6 To consider any action regarding general Parking issues. Cllr Venes advised that there is a genuine parking problem within the village. It is normally mainly during the summer season but now seems to be at other times. There has been a lot of development recently and all the trade vehicles parking on the road, even though the council ask for a traffic management condition it never seems to happen. Cllr Venes asked for anyone with any suggestions to please tell him. **It was resolved for Cllr Venes to speak with TVH&PF Ltd re expanding the Village Hall Car Park but this would not appropriate for people wishing to go to the middle or other end of the village. Cllr Venes also to speak with the Lifeboat regarding the use of their carpark.**

It was resolved to open the meeting to allow Mr Staveley to give his report.

- 8.7 **TVH&PF Ltd.** Mr Staveley advised that the hall came second at Tesco's bag token competition. Mr Staveley advised that you can apply more than once and Trustees are going to apply again. There has been a suggestion of a Sue Hardy Memorial but no conclusion has been drawn yet. The Gentleman's keep fit is back on a Monday. Mr Staveley advised that the Trustees fully understands that there may be a delay regarding paying this years' grant. Mr Staveley advised that the Fun Day was cancelled due to lack of helpers. This may come back. Mr Staveley advised that the cinema is in need of a Parishioner to run the cinema or it might have to finish. The Trustees are investigating other ways even undertaking remotely from Birmingham but having a local person would be beneficial. The Sausage Sizzle was very successful and there is a possibility of expanding. There is a fair on the hall this month and next month. The Stroke Association are having an art exhibition and sale on the 22 September. Swishing event also taking place. Drove Orchard are holding their apple day at the hall on the 6 October. The Winter Warmers are all set and ready to start, and finally there is a race night in conjunction with the Deli on the 24 January 2020. A Raft Race and Friends of Village Hall are being investigated for 2020.

9. Finance: (see reports attached)

To review and consider any action necessary

- 9.1 Monthly Accounts for Payment. **It was resolved for the payments to be made.** Cllr Chesterman advised that it was necessary to formally agree the £1500 extra monies needed to get the Neighbourhood Plan completed. **It was resolved for an extra £1500 to be put in the Neighbourhood Plan budget.** Cllr Bett advised that quotes were now needed and Full Council vote over all expenditure.
- 9.2 Money Received. None received.
- 9.3 Bank Reconciliation August 19. **Was presented to the Council for information. Quarterly checks would be reported when completed.**

Signed:..... Chair Date:

- 9.4 Bank Mandate. The Clerk advised that it was ready for signing, **It was resolved for the Clerk to get the form to Cllr Bett and Cllr Chesterman to sign.**
- 9.5 Cyber Insurance. **It was resolved to defer.**
- 9.6 Internal Auditor. **It was resolved for the Clerk to ask Mrs Allen for her invoice and to ask if she would undertake for 2019/20.**
- 9.7 External Auditor. The Clerk advised that she had address the query and is still waiting to receive the form back.

10. Governance:

To review and consider any action necessary

- 10.1 Training. Cllr Venes advised that Cllr Bett, Cllr Greef, Cllr Barrett and himself had recently attended training at Dersingham taken by Di Dann of Norfolk Parish Training and Support. It was a good session
- 10.2 Policies. The Clerk advised that they were ready and she would send out with model policies. **It was resolved for the Clerk to email round.**
- 10.3 Annual Risk Assessments Due to the need for an evaluation **It was resolved for these to be deferred until the Finance Working Party are able to evaluate.**
- 10.4 To receive quotes and vote on Health & Safety Assessment. Due to the need for an evaluation **It was resolved for these to be deferred until the October Meeting.**

11. Planning Applications and Determinations:

Applications:

19/01398/F Application for two storey extension to dwelling at 1 Lyng Farm Cottages, Ringstead Road, Thornham. **It was resolved to recommend approval.**

19/01468/F Application for extensions to dwelling at The Old Garage, High Street, Thornham. **It was resolved to recommend refusal on the grounds of overdevelopment of the site and there is no parking and if cars parked outside the property this would mean parking on a potentially dangerous bend.**

19/01358 Application for a Single Storey Extension to the rear of 2 Romarnie Cottages, Thornham. at 2 Romarnie Cottages Ringstead Road Thornham. **It was resolved to recommend approval.**

Determinations:

19/01080/F Application for Variation of condition 13 of planning permission 13/00049/FM: Installation of a 15mw solar farm and associated infrastructure - To extend the operational life of the solar farm to 40 years at Solar Farm Lyng Farm Ringstead Road Thornham **Granted**

19/00564/F Application for extension to dwelling at The Old Garage, High Street, Thornham – **Refused.**

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- 12 Highways**
 12.1 To receive update and consider any action on NCC Ranger Works. **It was resolved for the Clerk to report a pot hole outside the Hair Factory on the High Street.**
 12.2 To take recommendations for Parish Partnership Scheme 2020/21. **It was resolved for Councillor to think and bring back to the October Meeting.**
- 13. Operation London Bridge (see associated paper)**
 13.1 To review paper received and consider any action necessary. **It was resolved for this item to be deferred until the October meeting.**
- 14. Correspondence:**
 To review and consider any action necessary
- 14.1 Email from Sustainable Energy Research Consortium
 14.2 Email from Norfolk Coast Partnership
 14.3 Email and Contract re research on the Salt Marsh by Coastal Group. Cllr Needham advised that he felt that this was Cattlegate Holders land. **It was resolved for the Clerk to email to Mr Bett for him to formally sign the paperwork to allow this to be undertaken.**
 14.4 Email from Norfolk ALC re: Community, Well-being, Environment and Parish and Town Councils. Cllr Venes advised that he would be interested in the Housing Group. Cllr Chesterman advised that she would like to join Loneliness and Community Care. **It was resolved for the Clerk to get the details sent.**
 14.5 Clerks and Council's Direct
- 15. Items For Next Agenda**
 15.1 To consider items that need to go on the next agenda. Cllr Venes asked everyone to let the Clerk have any future requests.
- 16. Date, and Place of next meeting.**
 Parish Council Meeting Wednesday 9 October 2019 at The Village Hall at 7.00pm.
- It was resolved to exclude press and public** That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”
- 17. Employment**
 17.1. Council to agree Clerk's Revised Contract of Employment.. **The Clerk to check salary and get back to Cllr Venes.**
 17.2 Council to agree Clerk's Revised Job Description. **This to be deferred until the October Meeting.**

With no further business the meeting closed at 9.15pm

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Accounts for payment September 2019

E-On Energy Street Lighting – (Sept)	Direct/Debit	£ TBA
S Bristow wages April to June inc		£634.96
Parish Partnership Scheme		£2235.86
D Brooks History Society		£54.00
Dersingham Parish Council – Training		£122.40
Hayes & Storr – Legal Case		£2258.40

Action List

Cllr Greef

- Talk to Diary Farm House re hedge.

Cllr Venes

- Hedge at Malthouse Court/Staithe House
- Planters/License
- Car Parking – TVHPF Ltd – Lifeboat.

Clerk

- Update Website
- Obtain quotes for Streetlight Energy
- Accept Settlement re Bus Shelter
- Obtain quotes for Trees
- Camper Van – Legal position
- Mandate
- Internal Auditor – Continue/Invoice
- Policies
- Pot Hole Hair Factory
- Salt Marsh – Mr Bett
- Sign Up Cllr Venes/Cllr Chesterman re Community, Well-being etc
- Salary- Job Description
- Comment on Planning Application
- Make Payments
- Make sure items for the next agenda go on agenda

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